

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Bank's Name]
[Bank's Address]
[City, State, Zip Code]

Subject: Request for Bank Transfer

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request a bank transfer from my account to another account.

****Account Details:****

- Your Account Name: [Your Account Name]
- Your Account Number: [Your Account Number]
- Account Type: [Saver/Checking]

****Recipient's Details:****

- Recipient's Name: [Recipient's Full Name]
- Recipient's Account Number: [Recipient's Account Number]
- Recipient's Bank Name: [Recipient's Bank Name]
- Recipient's Bank Address: [Recipient's Bank Address]
- Amount to be Transferred: [Amount]
- Transfer Date: [Preferred Date]

****Transfer Reference:****

[Optional: Reference or purpose of transfer]

I have ensured that all details provided are accurate. Please process this transfer at your earliest convenience. Should you require any further information or documentation, do not hesitate to contact me.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]